

NEW SOLAR HOMES PARTNERSHIP DOCUMENT CHECKLIST		
RESERVATION APPLICATION REVIEW	YES	N/A
NSHP-1 FORM		
<ul style="list-style-type: none"> All fields on the form are completed 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Form signed by appropriate entities 	<input type="checkbox"/>	<input type="checkbox"/>
FINAL SUBDIVISION MAP, if applicable		
<ul style="list-style-type: none"> An official document with signatures from city/county officials 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> All of the lots are illustrated on the map 	<input type="checkbox"/>	<input type="checkbox"/>
BUILDING PERMIT, if applicable		
<ul style="list-style-type: none"> Approved permit for the address listed on the NSHP-1 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The job description is for the construction of a new home <ul style="list-style-type: none"> If the job description is for an existing structure/alteration/remodel/fire-rebuild, provide additional information to the Program Administrator. If the new construction permit has been finalized, the solar permit was issued before or up to 180 days after certificate of occupancy was issued. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
CF-1R-PV		
<ul style="list-style-type: none"> The Calculator and equipment libraries used are certified at the time the reservation application is submitted 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Project address matches that on the NSHP-1 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Climate zone matches that on the CF-1R 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The correct housing type is selected 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment matches that on the equipment purchase agreement 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The form is signed by the appropriate entities 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> The data in the .her file matches the data on the form 	<input type="checkbox"/>	<input type="checkbox"/>
EQUIPMENT PURCHASE AGREEMENT		
<ul style="list-style-type: none"> List of the physical addresses for the system installations. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Quantity, make and model of the modules, inverters, and meters to be installed at each address. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> If micro-inverters are being installed, the standalone meter is listed on the CEC-eligible meter list: http://www.gosolarcalifornia.ca.gov/equipment/meter.php 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Total system cost of the eligible equipment and/or labor. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Signed by both the applicant and the retailer. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Retailer is a CEC-registered retailer. Look up retailer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Equipment matches the equipment listed on the CF-1R-PV. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Could be an invoice that shows that the equipment has been purchased. <ul style="list-style-type: none"> Invoice should include equipment details and total cost. Signed by both the applicant and the retailer (not required if homeowner buys his own equipment) Equipment should still be sold by CEC-registered retailer. Look up retailer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php Invoice shows that a minimum of 10% of the cost has been paid. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
LABOR CONTRACT		
<ul style="list-style-type: none"> Require all of the following: <ul style="list-style-type: none"> Name, address and contractor's license number of the company performing the system installation. Site address for the system installation; 	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

<ul style="list-style-type: none"> • Description of the work to be performed; • Total agreed price to install the system; payment terms (payment dates and dollar amounts). • Printed names and signatures of the applicant and the installer. • The installer must have an active A, B, C-10 or C-46 license. Look up license here: https://www2.cslb.ca.gov/OnlineServices/CheckLicense/LicenseRequest.asp • The installer is a CEC-registered installer. Look up installer here: http://www.gosolarcalifornia.ca.gov/database/search-new.php 	<input type="checkbox"/>	<input type="checkbox"/>
CF-1R/PERF-1 (pre-plan review)		
<ul style="list-style-type: none"> • The CF-1R is created using compliance software for the Building Standards of which the project had applied a building permit under. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The CF-1R states (or can be calculated) that the project is at a minimum 15 percent beyond the appropriate set of Building Standards. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Project name and address, if provided, match that on the NSHP-1. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Climate zone matches that on the CF-1R-PV. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • A CEPE/CEA is the documentation author and signed the CF-1R/PERF-1. • CEPE/CEA is qualified to author the CF-1R for the appropriate set of Standards. Look up CEPE qualification here: http://cabec.org/ceperosterall.php • A residential CEPE creates documents for residential projects. A non-residential CEPE creates documents for non-residential projects. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • A .bld/.mp7/.mp8 file is submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
CONSTRUCTION PLAN-SET (pre-plan review)		
<ul style="list-style-type: none"> • Architectural, Electrical, Mechanical, and Plumbing (as applicable or available) • A window and door schedule that shows sizes and includes ALL skylights (if not shown on the floor plan) • Elevation, wall, roof, floor construction assemblies • Floor finish schedule (if CF-1R shows High Mass Design) • A list of lots and addresses • A site plan with a North arrow 	<input type="checkbox"/>	<input type="checkbox"/>
REGULATORY AGREEMENT		
<ul style="list-style-type: none"> • The agreement is executed. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • The agreement: <ul style="list-style-type: none"> • Identifies the project, location, and the number of units subject to affordability requirements (at least 20 percent for extremely low, very low, lower or moderate income persons). • Restricts affordability to at least 10 years. 	<input type="checkbox"/>	<input type="checkbox"/>
BUILD-OUT SCHEDULE, if applicable		
<ul style="list-style-type: none"> • Name and location of the project • A project timeline for when the homes that will have solar will have finished construction. • Dates that the PV is expected to begin and finish installation. • Expected dates that the payment claims will be submitted. 	<input type="checkbox"/>	<input type="checkbox"/>
WEBTOOL ENTRY		
<ul style="list-style-type: none"> • Project information is consistent with the NSHP-1. • All attachments required of the project are uploaded. • Equipment, TDV and rebate amount match CF-1R-PV • Payee matches NSHP-1 • Compliance margin matches CF-1R 	<input type="checkbox"/>	<input type="checkbox"/>

PAYMENT CLAIM REVIEW	YES	N/A
NSHP-2 FORM		
• Original signature(s) from the applicant/applicant's representative.	<input type="checkbox"/>	<input type="checkbox"/>
• All system details are noted.	<input type="checkbox"/>	<input type="checkbox"/>
NSHP-3 FORM		
• All the fields are completed and the form is signed.	<input type="checkbox"/>	<input type="checkbox"/>
• One of the coverage types is selected	<input type="checkbox"/>	<input type="checkbox"/>
• If only system installation is covered, manufacturer's warranties must cover defects in materials and workmanship for 10 years.	<input type="checkbox"/>	<input type="checkbox"/>
• Manufacturer warranties do not limit the warranty period to only the first end-use customer.	<input type="checkbox"/>	<input type="checkbox"/>
• Installer may cover the remainder of the warranty period.	<input type="checkbox"/>	<input type="checkbox"/>
STD-204 FORM		
• All of the information is pertinent to the latest designated payee.	<input type="checkbox"/>	<input type="checkbox"/>
• All of the fields are completed and the form is signed.	<input type="checkbox"/>	<input type="checkbox"/>
INTERCONNECTION		
• Utility's interconnection department has given permission for the system to operate.	<input type="checkbox"/>	<input type="checkbox"/>
HERS VERIFICATION		
• All above code measures and HERS tests (if applicable) have been verified by the HERS Rater.	<input type="checkbox"/>	<input type="checkbox"/>
• The solar energy system has been verified by the HERS Rater.	<input type="checkbox"/>	<input type="checkbox"/>
• Signed hard-copy of CF-4R-PV provided if solar energy system is verified by a CHEERS HERS rater	<input type="checkbox"/>	<input type="checkbox"/>
LEASE AGREEMENTS, if applicable		
• Term of agreement is a minimum 10 years.	<input type="checkbox"/>	<input type="checkbox"/>
• Allow the lessee the option to renew the lease, buy or remove the system at the end of the initial term of the lease.	<input type="checkbox"/>	<input type="checkbox"/>
• Agreements should be signed on or after July 1, 2009.	<input type="checkbox"/>	<input type="checkbox"/>
WEBTOOL ENTRY		
• All attachments required of the site are uploaded.	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment matches latest CF-1R-PV	<input type="checkbox"/>	<input type="checkbox"/>
• Payee matches STD-204	<input type="checkbox"/>	<input type="checkbox"/>
• TDV and rebate amount matches latest CF-1R-PV	<input type="checkbox"/>	<input type="checkbox"/>